

18 September 1961

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: New Headquarters Building -
Site Entrance Controls

1. This memorandum is for your information.
2. In response to your inquiry relative to the gate controls for the New Headquarters Building, it is planned as follows:

a. Entrance to the grounds of the New Headquarters Building may be by either Gate No. 1 (South Entrance) which is closest to Route No. 123 or Gate No. 3 which is off the George Washington Parkway. Gate No. 1 will be open 24 hours a day, 7 days a week; Gate No. 3 will be open from 0700 to 1900 hours, Monday through Friday, holidays excepted. On Saturdays, Gate No. 3 will be open from 0700 to 1500 hours. Guards will be stationed at both entrances during the above-mentioned hours.

In addition, signs will be posted at both of these entrances to indicate that admission to the grounds will be limited to authorized personnel only.

b. From 0700 to 1900 hours during normal work days the gate entrance guards will expedite the flow of traffic to and from the grounds. They will divert from the grounds obvious sightseeing vehicles and vehicles seeking to utilize the Site road network as a thoroughfare.

c. From 1900 to 0700 hours on work days, and all day on Sundays and holidays, entrance to the Site via Gate No. 1 (South Entrance) will be controlled by guards. During these

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hours badged personnel will be admitted to the grounds by either displaying their Agency badges or Gate Passes. The latter will be made available to offices as they are transferred to the New Headquarters Building and issued to employees frequently required to be on duty during these hours. These Gate Passes may be used by members of families desiring to enter the grounds for the purpose of picking up staff employees.

Unbadged persons without Gate Passes who desire to enter the grounds between 1900 and 0700 hours will be required to furnish some means of identification and the guard will enter on a log the name of each such person, the vehicle license number, the reason for the visit, the name of the person visited, and the time of entry.

e. The roving jeep patrol will admit scheduled public transportation buses to the grounds via Gate No. 3 when it is not normally open to traffic. The roving jeep patrol will also request all persons off loading scheduled public transportation buses during non-duty hours to identify themselves.

f. Entrance to and departure from the building will be in accordance with Agency Regulation No. Unbadged persons will be processed in accordance with the procedures set forth in Relocation Bulletin

3. The gate entrance guards will conduct on-the-spot inspections of vehicles entering or departing the grounds as directed by this office. In the event of an emergency, such as a picketing program directed against the Agency, fire or natural disaster, they will immediately implement special security control procedures.

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Sheffield Edwards
Director of Security

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TRANSMITTAL SLIP		DATE 21 September 1961
TO: Legislative Counsel		
ROOM NO. 221	BUILDING East	
REMARKS: As per your request JH JSW 6L J60 File: Deep + Grounds 1961 JH		
FROM: Assistant Deputy Director (Support)		
ROOM NO. 121	BUILDING East	EXTENSION

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